

Standard Operating Procedures (SOP) / Communications Plan Review and Development

Iowa Department of Homeland Security and Emergency Management
Roosevelt Room

7900 Hickman Rd, Suite 500, Windsor Heights, IA 50324

March 24th; 8:00AM – 5:00PM

Description: Standard Operating Procedures (SOPs) are formal written guidelines or instructions that contain both operational and technical components. In many cases, SOPs are designed to facilitate cross-discipline and cross-jurisdictional operations on a day-to-day or emergency basis.

Clearly defined interoperable communications SOPs facilitate an orderly and efficient response to multi-agency incidents and events as routine as daily calls for service, and as catastrophic as large-scale disasters. In addition to SOPs, various state/territory, urban area, regional, and/or tribal planning documents include specific communications components.

This course is one (1) day.

Target Audience: The Standard Operating Procedures (SOP) / Communications Plan Review and Development class is targeted for all local, regional, state and federal cross disciplinary emergency response professionals and coordination/support personnel tasked with creating updating:

- Emergency Operations Plans (EOPs)
- Continuity of Government (COG) and Continuity of Operations (COOPs)
- Capabilities assessment planning
- Public Safety Communications Center (PSCC) operational plans

Requirements: To attend this course, registrants must have the following:

- A public safety communications background with exposure to field operations.
- Fundamental public safety communications technology, supervisory, and personnel management skills.

Registration: Applicants should submit scanned copies of an organizational chart upon registering at <https://form.jotform.com/isicsb/SOP-Dev>.

Registration is not complete until all documentation has been received and verified by Blake DeRouchey. Admittance may be limited depending on room capacity. Final determination of student attendance will be announced by the Statewide Interoperability Coordinator, Chris Maiers.

Registrants are responsible for their travel. If overnight stay is necessary, a list of hotels offering government rates can be found at <https://das.iowa.gov/procurement/agencies/hotel-motel-and-bb-listing>.

For additional information or registration assistance, please contact:

ISICSB SWIC Chris Maiers – (515) 725-6108 or Blake DeRouchey – (515) 323-4232

ISICSB reserves the right to deny attendance if student eligibility cannot be verified through information provided by the event host.

Course dates and location are subject to change.